

**MINUTES OF THE BOARDS OF DIRECTORS MEETING  
LAURELWOOD CONDOMINIUM ASSOCIATION (LCA)  
LAURELWOOD UNIT SERVICES ASSOCIATION (LUSA)**

**Friday, March 4, 2016**

**Meeting at Laurelwood Unit 408  
Snowmass Village, Pitkin County, Colorado**

All Board Members in attendance: David (Jake) Jacobsen, President; Ed Cort, Treasurer; Diane Schlough, Secretary; Kathy Kridel; and Leslie Jenkin as well as Jami Downs, Laurelwood Manager. Owners in attendance: None

The President of the Associations, Dave (Jake) Jacobsen, called the meetings to order at 8:10 a.m. Jenkin motioned to convene the LCA Board and LUSA Board meetings and to hold the meetings concurrently. Kridel seconded. Approved unanimously.

The Board reaffirmed current board positions. Jenkin moved that Jacobsen remain as President of the Board. Kridel seconded. The motion was approved unanimously. The Board unanimously agreed to retain Schlough as Secretary; Cort as Treasurer; both Kridel and Jenkin agreed to serve as board members at large with Kridel responsible for communications and with Jenkin responsible for buildings and grounds.

The Board reviewed the September 2015 board meeting minutes. Jenkin moved to approve the September 2015 meeting minutes with no revisions. Schlough seconded. Approved unanimously.

Report of Manager, Jamie Downs:

Staffing update: James resigned to work for a different company in the area. Dave resigned to live and work in Park City, Utah. Chelsea, Adam, and Eliza are our new front desk staff. Sonya recently joined the front desk staff. This completes the front desk staffing needs. Housekeeping remains a staffing challenge. For the winter season, the Laurelwood has utilized seasonal workers from Costa Rica. Skip remains on board as maintenance supervisor; and Luis remains as maintenance staff and is continuing to do very well.

Non-rental and parking issues: Town parking lot permits are only available for purchase by owners and by management companies. Laurelwood purchases permits to sell to Laurelwood guests at check-in. (Note: This is one of the benefits to LUSA membership.) Laurelwood cannot sell permits to guests of other management companies.

Firewood remains in supply on-site for purchase at the front desk by guests and owners at the Laurelwood. Firewood sale revenue is posted to LCA.

Non-LUSA guest check-ins for outside management companies after hours is an impact on staff. Downs recommended instituting a service charge. Board discussion concluded that check-in policies needed clarification. As such, the Board drafted policy language to assess a \$500 service fee for renters of non-LUSA management companies requiring non-emergency front desk services. The Board agreed to finalize the language subsequent to the meeting and publish the policy clarification to all owners.

As an action item, Downs will prepare a list of LUSA benefits for owners. Jacobsen requested a motion to prepare a LUSA benefit list to be published to all owners in May 2016. Jenkins so moved. Cort seconded. Approved unanimously.

The Board discussed an owner request for additional deep cleans beyond the normal schedule. The Board authorized Downs to arrange for additional deep cleans as requested and to bill the owner.

Downs advised that she requested Destination Resorts to present a new proposal for compensation to Laurelwood to provide Interlude guest check-in and front desk services. The Board agreed that an increase in the percentage of revenue calculation was in order and will anticipate receiving a revised proposal.

Downs advised that the second phase for changes and improvements to the building fire safety system will start in April. The new wiring for each unit will be minimal from a visual standpoint. Phase One in Fall 2015 completed the installation of a new fire system panel.

The hot tub control panel has been replaced with new technology.

Downs reviewed a proposal for retaining wall replacement with the Board. The Board requested Downs obtain two additional proposals from other companies.

Downs reviewed two options for replacing or improving the front entry concrete walkway. One bid was to remove the concrete and start over. The second bid covered using other types of surfaces over the existing concrete. The Board requested additional research about the various surfaces, durability, longevity, etc.

Downs reviewed a proposal obtained to offer special pricing on two or three American Leather couch purchase options to present to owners in an effort to replace existing couches with a hideabed couch that has been well received by guests staying in units that have installed this furniture product.

Downs is continuing to work on developing solutions to keep summer season housekeeping costs in line.

V12: The Board and Downs discussed in detail the issues involved in the computer system conversion from FRS to V12. After reviewing comments, ideas, and recommendations from the Laurelwood accountant and auditor as well as V12 technical support, the Board designated the V12 system as a priority to resolve. The Board identified that V12 support needed to propose in writing the reconciliation solution steps and requirements that are required. The Board will request that V12 connect the original set-up process and reconcile the system to date. To that end, the Board set May 1 as the date to have the system reconciled and the corrected system report data provided to the Laurelwood auditor.

The Board requested Downs to identify spring projects to consider as action items, such as the retaining wall replacement.

The Board tentatively set the Fall Board meeting date as Friday, September 23. The potential back-up date will be Friday, September 16.

Jacobsen indicated that no other items remained for Board discussion. Schlough motioned to adjourn the meeting. Jenkins seconded. Approved unanimously.

The Board meeting adjourned at 11:30 a.m.

Respectfully submitted,

Diane Schlough  
Secretary, Boards of Directors, LCA and LUSA